



**KING COUNTY**  
**PROJECT/PROGRAM MANAGER II**  
**(CONTRACTS ANALYST)**  
**DEPARTMENT OF NATURAL RESOURCES & PARKS**  
**SOLID WASTE DIVISION**  
**Hourly Rate Range \$25.81 – \$32.72**  
**Job Announcement: 05RW5445**  
**OPEN: 8/29/05 CLOSE: 9/6/05**

**WHO MAY APPLY:** This position is open to all qualified career service employees who are members of Teamster Local Union 117 bargaining unit, all other career service employees, Executive Branch regular exempt employees, and current probationary employees who have achieved career service status in a previous position. First consideration will be given to bargaining unit members.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **King County Solid Waste Division, Attn: Human Resources, 201 South Jackson Street, Suite 701, Seattle, WA 98104.** You may e-mail your application materials to hr.swd@metrokc.gov, send via interoffice mail to KSC-NR-0701, or fax your materials to (206) 296-4473. We are not responsible for incomplete fax transmissions. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King Street Center, 201 South Jackson Street, Suite 701, Seattle WA 98104.

**WORK SCHEDULE:** This is a fulltime position and is overtime eligible.

**JOB SUMMARY:** This position will maintain our contracts' information system and contract applications; produce contract reports; administer construction contract prevailing wage and close-out programs; interact with a variety of individuals; assist in resolving contract issues; maintain and update contract web pages and contract files; gather, analyze and enter data; and provide other support to the Division's Project Control Officer/Contracts Coordinator.

**PRIMARY JOB DUTIES INCLUDE:**

- Use the existing system to monitor construction contract prevailing wage and close-out programs document status and to prepare and issue required letters and forms
- Interact with contractors and division engineering staff to gather documentation for state prevailing wage program compliance
- Interact with contractors, division engineering staff, and other county and state staff to answer questions and resolve issues in order to close out construction contracts and release retainage
- Gather, analyze, and present information in variety of formats
- Enhance and manage existing contract database
- Perform contract data analysis for compliance, evaluation, and accuracy

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

- Create contract reports using contract database and reporting applications
- Maintain contract-related web pages with links to contracting forms and information
- Maintain and archive contract files
- Train staff in use of contract web pages, forms, and reports
- Assist the Division's Project Control Officer/Contracts Coordinator with various ongoing and special projects (such as updating project/contract management manuals)

**QUALIFICATIONS:** Demonstrable experience and skill at an intermediate level in these areas:

- Demonstrated ability to research and interpret contract, state and county code, policy and procedure and other similar language
- Developing and maintaining good working relationships with a diverse set of individuals, using tact and discretion
- Meeting deadlines with minimal supervision and following through on assigned tasks
- Well-organized and process-oriented approach to work tasks
- Gather and analyze data
- 2 years developing and managing databases
- Microsoft Word 2002, Excel 2002 and Access XP
- SQL query language
- Strong oral and written communications and presentation skills
- Demonstrated accuracy working with numbers and detail

**DESIRED QUALIFICATIONS:** Demonstrable skill in these areas:

- Familiarity with Washington's Prevailing Wage law and construction contract close out requirements
- Report development using Visual Studio and MS Reporting Services
- SQL Server 2000 database development including Data Transformation Services
- ASP/ASP.NET, HTML, scripting language (JavaScript, VBScript)
- Development with Access 2000 as front end to SQL Server

**UNION MEMBERSHIP:** This position is represented by Teamster Local 117, Professional & Technical Employees